



Gregory J. Nickels, Mayor
City of Seattle

Michael Killoren, Director
Office of Arts & Cultural Affairs

2007 CityArtist Projects

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www.seattle.gov/arts

DEADLINE:
Applications must be
received at our office by

5 p.m., Monday,
March 19, 2007

--or --

postmarked by
the U.S. Post Office by
March 19, 2007.

Earliest Project
Start Date :
August 1, 2007

See page 5 for schedule of
FREE Application Workshops.

Welcome from the Mayor

Dear Friends:

Welcome to **CityArtist Projects** offered through the Office of Arts & Cultural Affairs. CityArtist Projects is part of our Civic Partnerships Program, which makes investments in the arts and cultural community that, in turn, ensure Seattle residents access to a wide variety of arts and cultural opportunities.

I am proud to be mayor of a city with such an incredible array of artists. Your dreams and artistic vision help make Seattle a diverse and vibrant place to live, work and play. We hope to help you bring your creative ideas to life to challenge, engage and delight all Seattle residents and visitors.

Seattle's amazing community of artists is the bedrock of our programs, and we are determined that all of our arts funding reflect the breadth and depth of arts and culture across Seattle, from all communities and viewpoints. The success of CityArtist Projects, as in all city programs, depends upon creativity and inclusion.

The Office of Arts & Cultural Affairs is here to assist you directly. Please talk with our helpful staff and take advantage of our application and draft review workshops, particularly if this is your first application. One-on-one answers are only a phone call or e-mail message away.

Art makes a difference in our lives. It inspires our imaginations. And it creates opportunities to share cultures and experiences, to understand ideas and issues, to celebrate and honor one another. Thank you for your contribution to Seattle's creative spirit.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Nickels', with a stylized flourish at the end.

GREG NICKELS
Mayor of Seattle

2007 CityArtist Projects: Program Information and Eligibility

CityArtist Projects is an annual funding program that encourages and supports the *development and/or presentation* of projects generated by individual artists based in Seattle. This program also connects city residents to the work of the individual artist through the public presentations that are a part of each project. Projects can be new, re-mounted, finished or a work-in-progress. They can be self- or co-produced. Through this program, the city recognizes the unique working dynamics of the individual artist and his/her contribution to a vibrant and diverse cultural community.

Funding is offered to artists in clusters of disciplines in alternate years.

In 2007, this program will accept proposals in the PERFORMING disciplines:

Dance/Choreography ♦ Music/Composition ♦ Theater/Performance/Playwriting

Traditional/Ethnic and Multidisciplinary projects are welcome
so long as they include one of the primary performing art forms listed above.

We encourage a broad range of artistic expression that reflects Seattle's cultural diversity.

Eligibility

To be eligible, the *applicant ARTIST* must

- have been a Seattle resident since at least March 2006 (see p. 7); **and**
- be a professional artist (defined as a person who produces art on a regular basis, has achieved substantial skill and experience in his/her discipline, and whose accomplishments are recognized by other arts professionals); **and**
- be an individual artist who is the originator of the proposed project; **or**
- be the lead artist of a group of individual artists working together on a single project or with a limited collaborative history.

NEW - If you are the lead artist with a 501(c)(3) organization, you may submit a project proposal as an individual artist. Distinguish your proposal clearly from the seasonal work of your organization. Note that CityArtist Projects gives first priority to quality projects by independent artists or ad hoc groups of artists who are not eligible to receive organizational funding for their work.

To be eligible, the *proposed PROJECT* must

- be created/developed by the applicant/lead artist;
- include a sound project plan;
- propose a realistic budget where income equals expenses;
- include a plan for public presentation in Seattle within one year; and
- **start no earlier than AUGUST 1, 2007.**

All CityArtist Projects are required to include a presentation available to the general public within the Seattle city limits. Presentations may be, but are not limited to:

| | | | |
|---------------------|--------------------|---------------------|-------------------|
| Exhibit | Lecture | Publication* | Recording* |
| Installation | Performance | Reading | Screening |

*These projects must include an actual presentation to share the publication or recording with the public.

2007 CityArtist Projects: Program Information and Eligibility, continued

Award Amounts

- Funding levels range from \$1,500 to \$10,000.
- Matching funds are not required, but are encouraged.
- Ask for what you need, related to realistic plans and budget. Funded artists often say they underestimated their real needs in their applications. Budgets are a tool for planning.
- Note that not all projects will receive 100% of funds requested. Your project plan may be strengthened by showing any other support you have or are seeking.
- Projects requesting \$10,000 must demonstrate exceptional artistic merit, well-crafted plans for execution, and a scale that justifies the request.

Evaluation Criteria

- Artistic strength, vision and potential of the project.
- Artistic merit and accomplishments of applicant and additional key project artists.
- Appropriateness of project plan and budget.
- Indicators of applicant's capacity to complete the project.
- Public accessibility and plans to reach audiences.

The Office of Arts & Cultural Affairs is committed to reflecting the cultural richness of our city by promoting opportunities for emerging and diverse artists.

CityArtist Projects will NOT fund:

- organizations;
- projects funded by other programs of the Office of Arts & Cultural Affairs;
- recipients of the previous year's CityArtist Projects program, or artists who have not completed a previous CityArtist Project at the time of application;
- students—individuals enrolled in secondary school or two- or four-year college at the time of application;
- purchase of equipment;
- events or presentations in which fundraising is the primary purpose;
- religious services.

Review & Funding

- An independent peer review panel determines eligibility and funding recommendations.
- A **work sample is required** and is a very important part of the proposal.
- Applicant interviews are not part of the process.
- Award decisions will be based on the panel's evaluation and recommendation.
- Final funding may differ from the amount requested.
- Project can be revised if award is less than amount requested.

Notification and Project Start

Notification of funding decisions will be sent within four months of the application deadline. Earliest project start date is August 1, 2007.

Applicants have one year to complete and present the proposed work.

2007 CityArtist Projects: Before You Apply

All our funding programs are highly competitive, but we are eager to help you succeed.

To ensure your application is of the best possible quality:

- **Read the program guidelines and application carefully.** Even if you are an experienced past applicant, you will find that we have made a few changes.
- **Attend the Application Overview workshop, particularly if you are a first-time applicant.**
- **Start writing or outlining your application as soon as possible** – the process will help you plan and show you where you have questions.
- **Attend a Draft Review Session**, where you can get one-on-one feedback and tips. Bring your proposal draft or even your notes and questions.
- **Talk with the project manager.** We are happy to help. But please call early – we cannot guarantee assistance if you call just prior to the deadline.

Free Application Overview Workshop and Draft Review Sessions

Application Overview Workshop: We will explain the application process and forms and offer helpful tips. This is also an introduction to the agency and other opportunities. An artist who has received funding in the past will share his/her experiences and suggestions.

Application Draft Review Sessions will be devoted to one-on-one counseling of applicants. Bring your proposal draft or notes and discuss with a member of our staff.

Find convenient bus routes at <http://tripplanner.metrokc.gov>

| | Application Overview | Draft Review 1 | Draft Review 2 |
|---|--|--|--|
| No registration required. Just come! | Ballard Branch Seattle Public Library 5614 -22nd Ave N.W. Mon., Jan. 29, 2007 5:30 – 7:30 p.m. | Beacon Hill Branch Seattle Public Library 2821 Beacon Ave. S. Mon., Feb. 12, 2007 5:00 – 7:00 p.m. | Freehold Theatre 1525 10 th Ave. Tues., March 6, 2007 6:00 – 8:00 p.m. |

If you cannot attend a workshop, or have additional questions, contact the project manager directly. We have a small staff. Please call early to ensure time for a response.

The CityArtist Projects Manager is Marcia Iwasaki, (206) 233-3946,
marcia.iwasaki@seattle.gov Office Hours: Mon.-Wed., 8:30 a.m.-5:00 p.m.

2007 CityArtist Projects - After You Apply

Application Review – The Panel Process

Following the deadline, Office of Arts & Cultural Affairs staff makes sure that applications are complete and received on time. The staff does not evaluate the content of applications. You are responsible for the quality and completeness of your proposal. **Incomplete applications will be returned to the applicant and will not be submitted to the panel.**

An independent peer panel is selected each year specifically for each program. Panels include artists, arts funders and managers, community representatives, and one non-voting Seattle Arts Commissioner. Panels are selected for their expertise in specific arts disciplines, as well as their diverse experience and viewpoints in the city.

Panelists receive and review all applications in advance. They then meet to review all work samples, and discuss and evaluate all project proposals. They evaluate each application according to the program criteria, determine eligibility, and recommend funding.

The panel tries to fully fund applicant requests; however, it's not always possible. Applicants who receive less than full funding will have an opportunity to adjust the size of their project to account for the smaller funding award.

IMPORTANT: Please understand that the peer panel is evaluating your **project proposal** as well as your artistic capacity. *Submitting an application means key elements and partners of the project are committed to your project as described.* This means if the panel selects your project for funding, you are prepared to sign a contract and go forward with that project. If your project has changed significantly by the time of contracting, you may jeopardize your funding.

Approval and Notification

- Within a month of the panel meetings, panel recommendations are forwarded to the Seattle Arts Commission, a 16-member advisory group, for final approval.
- Following the vote, program staff will notify applicants of the final recommendations.
- Program staff will not release information regarding the outcome prior to the commission vote.

If Your Project Is Not Funded

Try not to be discouraged if you don't get funding this time. Keep trying. Funding for individual artists is limited, and there is never enough for all worthy project ideas.

We encourage you to call the project manager and ask for a summary of the peer panel evaluation. This is a chance to learn how you can create a more competitive application. Use every application as a chance to work on the best presentation of your work as an artist.

2007 CityArtist Projects – Things to Know if Your Project Is Funded

If your project is funded, you must meet a number of legal requirements listed below.

Please review them before applying. By signing and submitting an application you are promising to meet these requirements if your project is selected for funding.

Signatures Are Required

The applicant artist/lead artist must sign the original application and the contracts in ink.

Contract with the City of Seattle

- Award **recipients will sign a contract** committing to produce their projects and describing a plan of project activities including intended dates and venue for a public presentation.
- Award **recipients are responsible for paying all applicable taxes.** At the time of contracting, you will need to complete appropriate paperwork.
- Award **recipients commit to recognize the Mayor's Office of Arts & Cultural Affairs** in printed materials, signage visible to the public or in other ways appropriate to the project. The Office will supply preferred wording and logos in electronic format.

Proof of Residency

Award recipients must submit proof of at least one-year residency in Seattle. Documents must show contractee's name and a *street address* in Seattle with dates encompassing or showing March 2006 through March 2007. Examples include voter registration, Washington State driver's license or ID, rental/lease agreement, utility bills. Check dates on license for coverage of required time frame. Rental agreements or utility bills need to show applicant's name and specific dates indicating a Seattle address for one year (e.g. a utility bill from March 2006 and one from March 2007). Geographic boundaries are verified. Enlarge the size of document copy for legible dates. Temporary rehearsal space or studio under a name other than the funded artist does not fulfill this requirement.

Business License and UBI Number

Seattle Business License and Washington State UBI Number Are Required for Payment

Individuals awarded funds from the Office of Arts & Cultural Affairs must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. (**The business license and UBI numbers are NOT needed to apply for funds.**) The project manager will explain this during your initial contract meeting. (See page 23 for additional information.)

2007 CityArtist Projects - Application Tips and Instructions

Tell Your Story.

You do not have to be a professional grant writer to create an effective proposal. Artists are communicators.

A good application has a lot in common with a good performance, script or exhibit – it should tell an individual story that engages and informs the reader. Make use of all parts of the application to support and reinforce your proposal.

- Write clearly and succinctly.
- Provide specific details of your plan.
- *Relate this project to your goals.* Successful proposals speak to outcomes: what you want to accomplish, the impact you want your project to have on your own artistic development, your art form or cultural discipline, the audience(s) you serve.
- Numbers tell a story, too. Be realistic about project costs. Ask for what you need. Make an effort to show how other supporters are involved. Even if you ask for full funding, you can show community support through in-kind donations.
- Double check your budget pages! Bad math or unrealistic budgets make a bad impression and may raise questions about your ability to manage a project.
- Review your draft in relation to the evaluation criteria. Ask a friend or colleague to read your application and give you feedback.

Remember Your Audience.

- Assume panelists are seeing your work for the first time, and remember that no panelist is an expert in all disciplines.
- Panelists are fellow artists – they are not impressed by pretentious language, jargon or extravagant claims.
- Describe your project plan and goals clearly and use specific details.
- Be concise, organized and accurate; panelists must read and evaluate dozens of applications.
- Do you have a timed and formatted work sample that illustrates the skills, style you want to employ?
- Take care to submit the best work sample you can.

Follow Directions and Be Sure Your Application is Complete.

Type in minimum 11-point font. Do not reformat pages. Collate carefully. Count your copies.

If you do not have access to a computer or typewriter, please contact the project manager.

2007 CityArtist Projects - Application Tips and Instructions *continued*

COVER PAGE

Applicant Name

The applicant must be an *Individual Artist* or the *Lead Artist* for a group. The artist listed as Applicant will be the legal contractor and recipient of funds. S/he will be the primary project contact and be responsible for fulfilling the contract requirements, including any tax liabilities.

Address

The Applicant Artist/Lead Artist **must** be a Seattle resident and include a *street address* on the application. Provide both street and mailing addresses if they are different. If your project is funded, you will be asked for proof of qualifying Seattle residency. (See page 7 for description of residency requirement.)

Project and Event Summary Information

Make your project title concise. It will serve as a caption for discussion of your proposal. Information about your public event or presentation should be as specific as possible – this is evidence of your advance planning.

NARRATIVE

Project Overview

Create a clear picture of your project, including discipline(s), timeline, activities or phases, site(s), presentation(s) and/or other work products. Discuss your project goals in as specific terms as possible project, including the roles of any participating artists or other partners. Demonstrate that you have considered all aspects of the project, from conception to presentation.

Project Impact

Why is this project important to your own professional/artistic development and/or to the impact you want to have on your discipline or the community at large? What kind of a “stretch” is it for you? The start or completion of a new work? A new direction in your artistic experience? A stimulating collaboration? Will this project have a particular benefit to your community? How will you measure your success?

Audience Access/Promotional Plan

Please discuss whom you want your project to reach and how you will reach them and attract them to your project. Try to think beyond your “usual” venue and/or mailing list. Will you be collaborating with or doing outreach to particular communities? Distributing or presenting your work through free and accessible means such as electronic media, public libraries, etc.?

Previous Office of Arts & Cultural Affairs Support

If your work has received previous support from the Office of Arts & Cultural Affairs, please list here. (This is only for the Office of Arts & Cultural Affairs – not other governmental agencies.)

Need for Funds/Budget Notes

Briefly explain how you will use requested funds and the impact the funding will have. Budget notes can also be very useful to panelists. Please be clear what page (Expenses or Income) and what line item you are referring to.

PROJECT BUDGET – EXPENSES

Clearly label all significant expense items and show how you calculate costs. Start by showing fair compensation for yourself and other artists (include how you arrived at those numbers). Are expenses or fees typical for your art form and the local area? Figure out all other costs involved in your project and record them in your budget. The more specific your project plan, the better you can foresee your expenses. Be sure to include costs for your public event and any documentation you plan to do.

What are in-kind goods and services?

If some of your costs will be donated, but would otherwise have cost you cash, they are “in kind.” In-kind donations can be in the form of professional services or goods. In-kind goods and services show up as equal amounts on BOTH expense and income Budgets. If your performance venue allows you to rehearse without charge, you would show the standard rehearsal rental rate as an in-kind expense, and then show the same amount as an in-kind donation by the venue on your Income page. Show in-kind items at fair professional or market rates. You can find useful discussions of how to write a budget as an individual artist at www.artisttrust.org and www.toolbox.creative-capital.org/articles/budget.html

PROJECT BUDGET – INCOME

Be as specific as you can in showing all sources of income for your project. The Income page asks you to identify cash and in-kind sources and to indicate which are confirmed (you already know at the time of applying that you will receive this income). Your application may be more competitive if you show you are receiving or at least seeking support from several sources. Even if you ask for full funding, are you leaving out expenses that you expect to cover by in-kind donations? Those in-kind expenses and donations show a realistic budget to the panel, and demonstrate community support for the project.

CHECK YOUR MATH!

Do total expenses equal total income? Does in-kind income equal in-kind expense? Have you included your requested funding from the Office of Arts & Cultural Affairs in your Income Budget? Have you explained your numbers on the budget lines or in notes? Because panelists have hard choices to make, applications with budgets that are confusing or inaccurate may be eliminated.

ATTACHMENTS

1) APPLICATION CHECKLIST (page 13)

One Copy must be submitted as the cover sheet to your application package. Use it to verify that you are enclosing all required materials and numbers of copies. Please assist our office by filling out the Racial Heritage question at the bottom of the page. This information will NOT be shared with the panel.

2) FOCUS ON YOUR WORK SAMPLE

Artistic quality is the most important evaluation criterion for every peer review panel. Because this program does not include interviews, ***your work sample is the most direct representation of your artistic “voice” in the panel process.***

Submit your strongest work sample(s). (If the work sample is not closely related to this proposal, you may wish to address the difference in your project narrative.) It's a good idea to have a friend or colleague review your work samples. Because you are so close to your work, you may not be the best judge of what sample has most impact for someone less familiar.

Work samples and a work sample identification sheet must be submitted with the application. Please follow the instructions on page 13 carefully.

The panel will not consider an application without a work sample. Consult Marcia Iwasaki, (206) 233-3946 or marcia.iwasaki@seattle.gov, in advance if a work sample is not available.

3) RÉSUMÉS/BIOGRAPHY(IES) FOR ALL KEY PROJECT ARTISTS

Résumés or biographies for all key participating artists must show education, artistic and administrative work experience, artistic achievements, recognition or awards. If a résumé is not available, provide a biographical statement. Be sure to list all participating artists on the cover page. **Please limit résumés to two pages maximum each.**

4) OPTIONAL SUPPORT PIECE

You have the option to submit **one** additional support piece to the panel from this suggested list: brochure, program or postcard from past event, newspaper review, letter of support, or other relevant material referring to artistic quality or management capabilities. **Limit to one piece** and enclose a copy with each set.

2007 CityArtist Projects – WORK SAMPLE INSTRUCTIONS

Acceptable WORK SAMPLE MEDIA:

- ✓ DVD
- ✓ Video tape (VHS)
- ✓ Compact disc audio
- ✓ Prints or digital images. No slides. (maximum of 8 allowed; this counts as one work sample.)
- ✓ Musical Score (Composers submit 1 copy of score corresponding to audio work sample.)
- ✓ Script Writing Samples (maximum of 15 pages; please type in a minimum 12-point font)

Acceptable DIGITAL WORK SAMPLE FORMATS:

JPEG, MP3 and MPEG Video (saved NSTC) to the following media: CD ROM or DVD ROM. Work samples will be shared from a Windows XP platform.

Follow these instructions in preparing your work sample

- Label each work sample clearly with the applicant's name and "2007 CityArtist Projects."
- Audio and video samples must be cued to the desired starting point of the section you want heard/viewed, **OR** directions to begin the work sample in two steps or less must be provided on the work sample ID sheet.
- Identify the specific CD track number(s) on the work sample ID sheet.
- State the number of minutes per sample.
- Submit **one copy** of work sample(s) **except for scripts**.
- **For scripts only**, submit **11 copies** of your work sample and work sample ID sheet, one with each application copy.

Work sample review time by the panel is limited to a total of five minutes per application.

Remember that changes between formats eat up your time.

A maximum of two work samples in separate/distinct media will be reviewed. For example:

- two-and-a-half minute audio CD sample and four digital images;
- seven-and-a-half page writing sample and two-and-a-half minute video; or
- four poems and two-and-a-half minute audio sample).

If you fail to cue your sample(s) or submit items beyond the five-minute limitation, staff will simply play the first five minutes of your work sample.

Work Sample Identification Sheet Instructions

The identification sheet introduces your work sample to the panel. Use the included forms (pages 21-23) and limit description to the space provided. **Type or write clearly.**

Note for writing sample excerpts: "Context Statement" explains what happens before/after selected segment. Be brief.

IF YOU WANT YOUR WORK SAMPLE BACK

Applicants who want their work samples returned by mail must include a self-addressed envelope with adequate postage. Applicants may also pick up work samples at the Office of Arts & Cultural Affairs after receiving notification of funding recommendations.

Work samples without postage will be discarded 60 days after the notice of funding is sent.

Every effort is made to ensure safe handling of work samples, but the city of Seattle cannot assume responsibility for loss or damage. Application forms and attachments are not returned.

2007 CityArtist Projects – Application Materials Checklist – Attach to Top Copy

Please use the checklist below to verify the contents and order of materials in your application package.

SUBMIT THIS CHECKSHEET as the cover sheet to your application.

- ✓ Help save trees. We encourage you to submit double-sided copies.
- ✓ Three-hole punch as many materials as practical.
- ✓ Collate the application material and attachments into complete sets, separated by paper clips, binder clips, or cardboard slip-sheets. Do not bind or staple application material.
- ✓ Check for completeness.

Submit **11 sets of the application materials** in the order of documents below for each set.

One (1) master set that includes:

- ☐ Application checklist. (This will be kept with our file copy; it will not go to the panel.)
- ☐ Application, total of five pages, with original signature.
- ☐ Résumé(s) or Biography(ies) for all key artists (maximum two pages per artist)
- ☐ *Optional Support Piece*: Limit to one. (See page 11.)
- ☐ Work Sample Identification Sheet(s) (See pages 11-12.)
- ☐ Work Sample (See pages 11-12.)
- ☐ Self-addressed, stamped envelope for return of work sample. (Optional)

Ten (10) copies that EACH include:

- ☐ Application, total of five pages each.
- ☐ Résumé(s) or Biography(ies) for all artists (maximum two pages per artist)
- ☐ *Optional Support Piece*: Limit to one. (See page 11.)

For Script Writers ONLY:

- ☐ Work Sample Identification Sheet.
- ☐ Script Work Sample (See pages 11-12.)

| | |
|--|---|
| The Office of Arts & Cultural Affairs works to remove barriers and to ensure culturally diverse access to our programs and services. You can assist us by answering the questions below. Your answers are for administrative use only; they will not be passed on to the Panel. | |
| Racial Heritage (Please check all that apply.) | Are you a bilingual artist, willing to be contacted about assisting the Office to serve artists with limited English-language skills? |
| <input type="checkbox"/> African | <input type="checkbox"/> Sure, you can contact me. |
| <input type="checkbox"/> Hispanic or Latino | Language(s) _____ |
| <input type="checkbox"/> Native American or Eskimo | |
| <input type="checkbox"/> Asian, Southeast Asian or Pacific Islander | |

Questions? Contact Marcia Iwasaki, (206) 233-3946, marcia.iwasaki@seattle.gov

(This page intentionally blank.)

Application must be **received in the office by 5 p.m., Monday, March 19, 2007 or postmarked by the U.S. Post Office by March 19, 2007.** (Use of a personal or office postage meter doesn't count.)

Incomplete or late applications will not be accepted.

Type in minimum 11-point font. Limit responses to space available. Please do not reformat pages.

Submit 1 signed original and 10 copies + 1 copy of Application Checklist (page 13). We encourage two-sided copies.

| | |
|--|----|
| Amount Requested (<i>Round off figure to nearest \$100</i>) | \$ |
|--|----|

Select one: ☐ New Work ☐ Finished Work ☐ Work in Progress ☐ Re-mounted Work

2007 applications are accepted in the following disciplines. Check all that apply:

☐ Dance/Choreography ☐ Music/Composition ☐ Theater/Performance/Playwriting
☐ *Multidisciplinary ☐ *Traditional/Ethnic (includes Performance Art, Spoken Word)

*Projects in these formats must include one of the three disciplines above.

Applicant Information

| | | | |
|--------------------------------------|--------|-------|----------|
| Name (Individual/Lead Artist) | | | |
| Street Address (not PO Box) | | | |
| City | | State | Zip |
| Phone | E-mail | | Web site |

| | | |
|---|--|-------|
| Mailing Address | | |
| City | | State |
| Zip | | |
| Are you the lead artist of a 501(c)(3)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| |
|--|
| List supporting artists or partners |
| |
| |

| |
|-------------------------|
| Project Title: |
| Project Summary: |
| |
| |

| | |
|---|---|
| Public Event Date(s) [Season/Month/Year] | Number of Events/Performances |
| Presentation Venue | Venue Audience Capacity |
| Admission/Recording Price(s) | Projected Attendance |
| Total Number of Participating Artists | Total Number of Paid Participating Artists |

In signing below, I attest that I have been a Seattle resident for at least one year and that the information submitted is true and accurate. In the event CityArtist Project funding is awarded, I am committed to the project described,

| | |
|--|------|
| Applicant's Signature – in ink (<i>Individual Artist/Lead Artist Only</i>) | Date |
|--|------|

Narrative: Describe the project for which you are requesting funds. Limit narrative to the space provided, typed in minimum 11-point font. **Please do not reformat page.**

Project Overview Describe your project and project plan. What specifically do you plan to do? How will it unfold (start to end). What are the roles of key artists/partners? Relate your project plan to your concept, themes, inspiration. For a re-mounted work, identify which elements will change and how.

Project Impact What is the significance of this project to your work or career as an artist? How will you know that you have accomplished your goals?

Audience Access/Promotional Plan What is your intended audience for the work? For your public presentation? How do you plan to reach new or diverse audiences, beyond those who already know your work? For example, will you use location, ticket price, partnerships, outreach to special populations by ethnicity, age or socio-economic level?

Previous Office of Arts & Cultural Affairs Support List any support your work has received from this Office over the past three years. If you are the lead of a 501(c)(3) organization, please include organization funding.

| PROGRAM NAME | Your Project Title | Status: active or completed |
|--------------|--------------------|-----------------------------|
| 2007 | | |
| 2006 | | |
| 2005 | | |
| 2004 | | |

Need for Funds/Budget Notes What specific expenses will be covered by the funds you are requesting? Also, please use this space for any additional notes you wish to provide to clarify your budget.

Project Budget – Please do not reformat page**EXPENSES**

Show calculations . Example: “3 artists @ \$400/wk x 6 weeks.” **List in-kind item(s) and their value** in dollar amounts. **In-kind** means donated goods and/or services stated at the value they would have if you had paid cash. Example: “In-kind Design Services, 20 hours x \$50 per hour.” Note that any in-kind expense should also be reported on the INCOME budget as an in-kind donation of the same amount. Use the need for funds/budget notes box on application page 3 if needed.

| Item/Description | Cash Expense | *In-kind/Donated |
|--|---------------------|-------------------------|
| Project Fees (specify role, rate of pay) | | |
| Applicant/Lead Artist Fee | | |
| Other Artists | | |
| | | |
| | | |
| Other Professionals (technician, photographer, etc.) | | |
| | | |
| | | |
| Materials/Supplies, including rented equipment | | |
| | | |
| Space/Studio Rental | | |
| | | |
| Insurance | | |
| | | |
| Travel | | |
| | | |
| Promotion | | |
| | | |
| Documentation/Assessment | | |
| | | |
| Other Project Expenses | | |
| | | |
| | | |
| Sub-totals Expenses | \$ | \$ |

| |
|---|
| TOTAL PROJECT EXPENSE (= cash + in-kind) |
|---|

| |
|-----------|
| \$ |
|-----------|

Total Project Expense (cash + in-kind) must equal Total Project Income.

Round numbers to nearest \$100. Please check your calculations carefully.

Project Budget – Please do not reformat page**INCOME**

Show calculations. Example: “50 tickets @ \$10 x 2 events” **List in-kind items(s) and their value in dollar amounts.** In-kind means donated goods and/or services. Example: Your venue donates rehearsal space for which they would normally charge \$75/hr. Show the rehearsal space cost as an in-kind expense (___hours x \$75/hr) AND as the equivalent in-kind donation below. **List all funding sources by name with dollar amounts, and check if confirmed.** Use budget notes box on application page 3 if needed.

| Item (Source of funding received or requested) | Cash Income | *In-kind | Confirmed? Yes/No |
|--|-------------|----------|----------------------|
| Admissions/Ticket Sales | | | |
| | | | |
| Concessions, other revenue (e.g. product sales) | | | |
| | | | |
| Co-sponsor or Venue Contribution <small>May include free use of space, promotional support, cash contributions.</small> | | | |
| | | | |
| Artist Trust | | | |
| | | | |
| Other Foundation/Business Support (Name) | | | |
| | | | |
| Individual Contributions/Other Private Support (Name) | | | |
| | | | |
| Applicant Cash | | | |
| | | | |
| 4Culture | | | |
| | | | |
| Other Government Support (Name) | | | |
| | | | |
| Other (Name) | | | |
| | | | |
| Arts & Cultural Affairs: CityArtist Request | | | |
| | | | |
| Sub-totals Income | \$ | \$ | |
| | | | |

| | |
|--|----|
| TOTAL PROJECT INCOME (= cash + in-kind) | \$ |
|--|----|

Total Project Income (cash + in-kind) must equal Total Project Expense.

Round numbers to nearest \$100. Please check your calculations carefully.

Application Form - 2007 CityArtist Projects

Work Sample Identification Sheet: DVD, Videotape, Compact Disc Audio

| | |
|-------------------------|---------------|
| Applicant Name : | App #: |
|-------------------------|---------------|

Office use only

| | | | |
|--|-----|--|--------------|
| WORK SAMPLE #1 | | <input type="checkbox"/> Score Included (if original music composition) | |
| Title: | | | |
| Medium: | DVD | Video | Compact Disc |
| Year produced: | | Total number of minutes for review: | |
| Description of work: | | | |
| Applicant's role in this work: | | | |
| Relationship of work sample to the proposed project: | | | |

| | | | |
|--|-----|--|--------------|
| WORK SAMPLE #2 | | <input type="checkbox"/> Score Included (if original music composition) | |
| Title: | | | |
| Medium: | DVD | Video | Compact Disc |
| Year produced: | | Total number of minutes for review | |
| Description of work: | | | |
| Applicant's role in this work: | | | |
| Relationship of work sample to the proposed project: | | | |

Application Form - 2007 CityArtist Projects

Work Sample Identification Sheet: Prints or Digital Images (No slides)

(Maximum of 8 images allowed; this counts as one work sample.)

| | | |
|---|--------------|------------------------|
| Applicant Name : | | App #: |
| Briefly describe below how samples relate to your proposed project. | | <i>Office use only</i> |
| | | |
| 1. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |
| 2. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |
| 3. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |
| 4. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |
| 5. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |
| 6. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |
| 7. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |
| 8. | Artist/Date: | |
| | Title: | |
| | Description: | |
| | | |
| | | |

Application Form - 2007 CityArtist Projects

Work Sample Identification Sheet: Scriptwriting/Writing Samples

(Excerpts from play or radio script. Interdisciplinary projects may include poems, excerpts from other writing.)

| | |
|-------------------------|---------------|
| Applicant Name : | App #: |
|-------------------------|---------------|

Office use only

NOTE: Context Statement briefly describes what happens before/after the excerpt.

| | |
|----|---|
| 1. | Title/Year of Sample: |
| | Description of work: |
| | |
| | |
| | For Excerpt include Context Statement: |
| | |
| | |
| | |
| 2. | Title/Year of Sample: |
| | Description of work: |
| | |
| | |
| | For Excerpt include Context Statement: |
| | |
| | |
| | |
| 3. | Title/Year of Sample: |
| | Description of work: |
| | |
| | |
| 4. | Title/Year of Sample: |
| | Description of work: |
| | |
| | |
| 5. | Title/Year of Sample: |
| | Description of work: |
| | |
| | |
| 6. | Title/Year of Sample: |
| | Description of work: |
| | |
| | |

General Funding Policies - Office of Arts & Cultural Affairs

Application Materials Are Public Information

Applications submitted to the Office of Arts & Cultural Affairs become public information. Members of the public may see and copy them if they make a formal request. This is required by the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at (360) 753-6804.

Public Benefit

State law authorizes the purchase of services on behalf of the public, but not the donation of public money to organizations or individuals. Funded organizations and individuals must provide public benefits to citizens of Seattle as a condition of their funding.

Discrimination Is Not Allowed On City-Funded Projects

Applicants receiving funds from the Office of Arts & Cultural Affairs must comply with Seattle Municipal Code Chapter 20.44, pertaining to prevention of discrimination in City contracts, and Chapter 5.44, pertaining to license requirements. The complete text of these City codes is available at the office, the City Clerk's office, and the Seattle Public Library.

Business License Is Required

Individuals awarded funds from the Office of Arts & Cultural Affairs must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. (The license and UBI numbers are not needed to apply for funds.) The business license currently costs \$90 per calendar year, \$45 for small businesses indicating that "the worldwide annual gross income and/or value of products is \$20,000 or less." For further information on City business licenses, and to get an application form, please go online at www.seattle.gov/rca/licenses/Blicform.htm, or call the Seattle Department of Licenses and Consumer Affairs at (206) 684-8484. The Unified Business Identification (UBI) number is assigned and required by the State of Washington for all organizations and individuals doing business in the state, for state tax transactions and records. The one-time fee for a Washington State UBI number is \$15. For further information, see <https://fortress.wa.gov/dol/mls/> or contact the Washington Department of Licensing at (360) 664-1400.

Americans With Disabilities Act Applies to City-Funded Projects

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for people with disabilities. The Office of Arts & Cultural Affairs respects the needs of people with disabilities and seeks to make available to applicants, participants, and all interested persons information regarding the provisions of the Americans With Disabilities Act and its applicability to the activities of or sponsored by our agency. For information about public meetings, accessibility, and auxiliary aids, please contact the Office of Arts & Cultural Affairs at (206) 684-7171 (voice), or (800) 833-6385 (TDD Relay). This agency complies with all federal, state and local laws that prohibit discrimination in employment and services.

Office of Arts & Cultural Affairs Supports Freedom of Expression

The city believes a community that fosters freedom of speech and thought will advance as society. Artists play an important role in reflecting and challenging social concerns of the day. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.

Office of Arts & Cultural Affairs Respects Diverse Cultures

The Office of Arts & Cultural Affairs respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- Ensuring diverse representation in decision-making through attention to cultural diversity in panel selection, hiring of staff, and arts commission appointments.
- Developing policies, documents, and procedures that remove barriers to participation.
- Encouraging arts organizations to broaden representation on boards of directors and in employment.
- Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

Office of Arts & Cultural Affairs, City of Seattle

Mailing Address: P.O. Box 94748

Seattle, WA 98124-4748

UPS, FedEx, hand deliveries:

700 5th Ave, Ste. 1766,

Seattle, WA 98104

Phone: (206) 684-7171

Fax: (206) 684-7172

TDD: (800) 833-6388

Tele-Braille: (800) 833-6385

www.seattle.gov/arts

All Office of Arts & Cultural Affairs guidelines/applications, newsletters, and other material are available in Braille or on cassette (tape). To request differently-formatted materials, call 206-684-7306 and allow three to six weeks for materials to be mailed to you.

City of Seattle

Gregory J. Nickels, Mayor

Office of Arts & Cultural Affairs

Michael Killoren, Director

Seattle Arts Commission

(As of December 2006)

Michael D. Alhadeff

Richard Andrews

Donald Byrd

Maureen Christoffel

Dan Corson

Randy Engstrom

Brian Grant, Vice-Chair

Catherine Hillenbrand

Sean Howell, Get Engaged

Laura "Piece" Kelley

Dorothy H. Mann, Ph.D.

Mark Charles Paben, Chair

Deborah Semer

Tom Skeritt

Sergei P. Tschernisch

Cathryn Vandenbrink

Seattle City Council

Nick Licata, Council President

Sally Clark

Richard Conlin

David Della

Jan Drago

Jean Godden

Richard McIver

Tom Rasmussen

Peter Steinbrueck